

**CITY OF GARY  
JOB DESCRIPTIONS**

**DEPARTMENT: LAW**

**JOB TITLE: Law Clerk / Summer Intern**

**NATURE OF WORK:** Performs administrative and support functions for the Law Department. The Law Department works to assist the public in answering questions, processing claims, completing various forms, completes Freedom of Information requests.

**PRINCIPAL FUNCTIONS:**

Performs drafting and research. Answers calls from the public. Assist the public in completing various forms, i.e Freedom of Information requests, hold harmless agreements, notice of claims and other miscellaneous support functions. Refer telephone calls to the appropriate department.

**SUPERVISION RECEIVED:** Works at the direction of the Law Department's Administrative assistant and law department attorneys.

**SUPERVISION EXERCISED:** None

**KNOWLEDGE ABILITIES AND SKILLS REQUIRED:**

Research, communication, and organizational skills.

**TRAINING AND EXPERIENCE REQUIRED:** Applicant must have a college degree or currently enrolled in college with the intent or interest in law.

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**DEPARTMENT HEAD**

**JOB CATEGORY:** Administrative

**DATE REVISED:** April, 2017